

20 July 1964

To : All ARO's in DCI and DDS&T. Also: [REDACTED]
From : Chief, Records Administration Staff/MS
Subject: Forms Management Workshop

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1. On Wednesday, 29 July 1964, a Forms Workshop will be held in Room 1E-78, Headquarters from 0930 until about noon. This time has been reserved for the Records Officers of DCI and DDS&T so please arrange to attend.

2. If there is any reason you cannot be present, call

[REDACTED]

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Will attend:

[REDACTED]

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NOTE: See Attachment for attendance to this meeting.

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